

ROP 2: GUIDELINES FOR CENTRAL LAB FILE ROOM	Page 1 of 2
Division of Forensic Science Central Laboratory Operating Procedure	Amendment Designator:
	Effective Date: 1-January-2002
<p style="text-align: center;">ROP 2: GUIDELINES FOR CENTRAL LAB FILE ROOM</p> <p>2.1 BACKGROUND</p> <p>The Division of Forensic Science Central Laboratory issues in excess of 19,000 FS Lab #s per year, as well as receiving cases transferred in from the regional laboratories. The total number of FS Lab #s and case files increases yearly.</p> <p>It is essential that case files be maintained accurately and easily retrievable. The following guidelines are designed to assure the safety and accessibility of the files.</p> <p>2.2 SCOPE</p> <p>These guidelines apply to the Central Laboratory.</p> <p>2.3 MAINTENANCE OF CENTRAL LABORATORY FILE ROOM RECORDS</p> <p>2.3.1 Access to the file room is restricted and shall be locked when unattended. Only authorized personnel shall add documents to or remove items from the case files. Any person needing to review or check out a file must contact an authorized person via telephone, e-mail or in person.</p> <p>2.3.2 Responsibility of the administrative support section:</p> <p>2.3.3 When a request to check out a file is received the following steps shall be taken:</p> <p>2.3.3.1 Place a sign-out card in the file folder, showing the FS Lab #, the requestor's name, and the date.</p> <p>2.3.3.2 Insert the requested file in a red sign-out folder (except for the occasional file which will not file into a red folder), with a 3 x 5 card label indicating the FS Lab #, the requestor's name, and the date.</p> <p>2.3.3.3 Make an entry in the sign-out log, giving the same information, plus the initials of the person who pulled the file.</p> <p>2.3.3.4 Place the packet in a blue interagency envelope addressed to the requestor.</p> <p>2.3.3.5 Notify the requestor, if necessary, by telephone or e-mail when the file is ready.</p> <p>2.3.4 When a request to review a file is received, an authorized person will pull the file for the requestor and provide a place <u>in the file room</u> for his or her review.</p> <p>2.3.5 When a request for copies is received, an authorized person will pull the file for the requestor so that he or she can make the requested copies <u>using the file room photocopier</u>.</p> <p>2.4 RESPONSIBILITY OF DFS EMPLOYEES REQUESTING FILES FORM THE FILE ROOM:</p> <p>2.4.1 Under normal circumstances requests must be made to an administrative support employee, either by telephone, e-mail, or in person. In non-routine circumstances requests may be made to someone else in the administration office; this is discouraged except in unusual or emergency situations.</p> <p>2.4.2 In addition to the FS Lab #, the request should include any deadline that applies.</p> <p>2.4.3 When the file is ready, the requester shall come to the file room to initial the sign-out log and pick up his or her file;</p> <p>2.4.4 When returning the file, the requestor shall bring it to the file room and initial and date the logbook to indicate that the file has been returned.</p>	

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<p>2.4.5 DFS personnel who only need to review a case file shall do so in the administrative area. If the requestor needs to make copies, he or shall use the file room photocopier. Under no circumstances shall a case file be removed from the administrative area unless it is properly checked out according to procedures in 3.2.</p> <p>2.5 PROCEDURES FOR TRACKING CASE FILES</p> <p>2.5.1 CASE FILES STORED ON-SITE: The supervisor of the file room or her designee shall periodically distribute a list of files that are checked out of the file room and not returned for more than 90 days. This list will be distributed on a quarterly basis, in January, April, July and October. The person who checked the file out shall respond by giving the current status of the file (e.g., case continued, additional examinations in progress, etc.), initialing and dating the form, and returning it to the file room supervisor.</p> <p>2.5.2 If it is necessary for the original requestor to relinquish a case file to another examiner, the file must be logged back into the file room and logged out to the second examiner. The file itself does not have to be returned; however, the change of custody must be reflected in the logbook so that any future request for the file can be directed to the proper person.</p> <p style="text-align: right;">◆ End</p>		